

~~SECRET~~
ANNEX A

SUBJECT: Control of CIA Excess Property Utilized in Agency Projects and Programs

The following procedures for the establishment, circulation, and allocation of Agency property excess to Agency inventory requirements are herein established.

1. Agency property items will be determined excess only after every possible consideration of their immediate or foreseen operational requirements have been pursued. The authority to determine property excess to inventory requirements is vested in the Director of Logistics.
2. Property determined to be excess will be transferred from the regular financial property accounts to a special excess financial property account.
3. The excess property list, priced at fixed carrying value, will be circulated throughout the Agency, indicating disposal action is pending on the property unless Agency staff elements request and justify that utilization can be made of the property in support of operations. Requisitions shall state whether or not property identified as excess duplicates property included in operating budgets or project approvals and identify the specific project or program involved. Any requisitions for excess property for which provision had been made in operating budgets or project approvals will be handled as normal requisitions by the Office of Logistics and will be charged to property authorization.
4. Requisitions for excess property not provided for in operating budgets or project approvals will be coordinated with the Office of Logistics and the Comptroller and submitted to the Deputy Director (Support) for approval.
5. The Deputy Director (Support) is authorized to approve requests referred to in paragraph 4, above, and to authorize the issuance of the property. Such issuances shall not be charged against budget authorizations.
6. The issues of excess property referred to in paragraph 4, above, will be charged to property in use or to a separate cost account titled "Current Costs - Excess Property Issues," identified by project or program involved. This cost will be separate from other applicable project or program costs.

~~SECRET~~